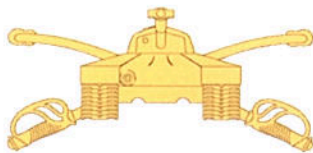


Standard Procedures for Transition into
Armor for Enlisted Soldiers and
Commissioned Officers
Army National Guard
and
United States Army Reserves



STANDING OPERATING PROCEDURES

Date: 15 DEC 2012

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**DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY ARMOR SCHOOL
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000**

ATZK-AR

15 December 2012

MEMORANDUM FOR RECORD

SUBJECT: Standard Procedures for Transition into CMF 19 Armor for Enlisted Soldiers and Commissioned Officers of the Army National Guard and United States Army Reserves

1. Purpose. This Standing Operating Procedure (SOP) represents current policies and procedures for Officer branch transfer to Armor and the transition of Enlisted Soldiers into CMF 19. The intent of this SOP is to support Army National Guard (ARNG) and United States Army Reserve (USAR) commanders to achieve their MOS and operational readiness standards. While this SOP provides Armor Branch guidance on key personnel issues, there is no one template that will cover every potential situation. The purpose of the SOP is to provide commanders general guidance to support their personnel decisions, to outline required supporting documentation to support decisions and to provide an overview of the process.
2. Applicability. This SOP applies to all interested members of the ARNG and the USAR.
3. Function. To provide information and guidance to the members of the Army National Guard and Army Reserve.
4. Responsibilities.
 - a. The Chief of Armor , USAARMS is responsible for Armor Branch Proponency, ensuring that the armor force is the most highly trained, lethal, and agile force in the United States Army. He is responsible for establishing standards governing the award of Armor MOS/AOC as outlined in DA Pam 611-21.
 - b. Office Chief of Armor (OCA) is the executive agent and approval authority for implementing this SOP for the Chief of Armor, OCA will attend all review boards.
 - c. The ARNG Special Assistant to the Commanding General (SACG) is the senior advisor to the Commanding General for all reserve component issues. The SACG is responsible for reviewing all requests and participating in the board process. He is responsible for ensuring that commanders in the reserve component Armor force are kept current on this SOP.
 - d. The Soldier's unit is responsible to ensure that all requested records and documentation are provided to OCA for review. The unit is responsible for ensuring that the first LTC in the chain of command has reviewed and signed all requests.
 - e. The Soldier is responsible for ensuring that he meets the requirements for qualification.

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f. A Review Board will convene when required and will make a decision based upon this SOP.

5. Review Board.

a. The formal review board will be conducted on an as needed basis. The board results will be published in a memorandum and sent through the Soldier's chain of command.

b. The review board shall be comprised of the following agencies:


- (1) Office, Chief of Armor (OCA)
- (2) Office of the ARNG Special Assistant to the Commanding General (SACG)

6. Implementation.

a. This SOP is guidance upon receipt and implementation on order of the Commandant, USAARMS.

b. A copy of this SOP can be obtained from the Armor Branch website at <http://www.benning.army.mil/Armor/OCA/>.

c. Any comments or recommended changes to this SOP will be submitted to the Office Chief of Armor, Reserve Component Integration Division, ATTN: ATZK-AR, Fort Benning, GA, 31905.



PAUL J. LAUGHLIN
COL, AR
Chief of Armor

Annex A

Commissioned Officer Branch Transfer

1. Purpose. To outline the procedures and guidelines concerning the Branch Transfer of Officers in the ARNG and USAR to Armor.

2. Summary. In accordance with this SOP, the Officer must meet the requirements outlined in this appendix to transfer to Armor.

3. Discussion.

a. A branch transfer permanently changes the commissioned officer's branch, component, or department. Officers are usually not transferred without their consent. Branch transfers generally affect the ranks of lieutenant and captain; majors will be considered on a case by case basis.

b. A commissioned Officer's request for branch transfer will clearly state the reasons for the transfer and provide all supporting documentation. The request will be forwarded through the first COL in the chain of command. The Packet will consist of the following information: Officer Record Brief, DA 2-1, last five OERs, all DD 412s and all DA Form 1059s. Supporting documentation should show experience related to maneuver and combat arms and must include schools attended. The Officer must attend the Army Reconnaissance Course or the Cavalry Leaders Course to be considered for branch transfer. Branch transfer above the rank of Major must reflect an overwhelming wealth of experience and knowledge in maneuver and combat arms to be considered.

c. Armor, as a maneuver arms branch, is a demanding profession that mandates an officer possess solid tactical and technical skills to be successful. These skills are refined through recurring assignments in operational units, rounded out with quality generating force experience and sustained through institutional training.

d. All requests for branch transfer will be reviewed by a board process and approved or denied on a case by case basis. Because of the opportunities available to develop the maneuver skills and to attain leadership positions critical for professional development, Officer branch transfers will generally not extend beyond the company grade level. Failure to attain the requisite experience as a platoon leader or company/troop commander would likely place the Officer at a disadvantage when compared with his peers. The board will return one of the following findings:

(1) Approval. Approval may be outright or contingent upon the completion of specified schools. This officer's experience and leadership assignments have provided a solid base of maneuver warfare skills and leadership experience. The officer will successfully complete the required schools based upon the board findings in order to complete the branch transfer.

(2) Disapproval. The officer's experience has not provided either the leadership positions to develop the maneuver skills necessary to successfully perform critical war fighting missions. The completion of multiple courses will not be able to substitute the experience required for approval of the branch transfer.

Annex B

Enlisted Soldier Branch Transfer

1. Purpose. To outline the procedures and guidelines concerning the transfer of ARNG and USAR to Armor.
2. Summary. In accordance with this SOP, the Soldier must meet the requirements outlined in Annex A to transfer to Armor.
3. Discussion.

A. Enlisted Soldiers (Private thru Specialist).

1. Soldiers who desire the 19D or 19K MOS will complete a request for MOS award to CMF 19. A branch transfer permanently changes the Soldier's MOS and is not normally conducted without prior consent.
2. Soldiers requesting a change of their MOS into CMF 19 must submit a letter signed by the first LTC in the chain of command. The letter and supporting documentation will provide background information outlining their previous MOS qualifications and experience.
3. Soldiers currently in a combat arms MOS and former Marines will have more in common with CMF 19 requirements than combat service and combat service support MOS. These Soldiers will have a stronger potential for award of a CMF 19 MOS.
4. The review board will examine the requesting Soldier's previous schools, leadership positions, and evaluations to determine if he is eligible to convert to CMF 19.

B. Noncommissioned Officers (Sergeant thru Master Sergeant).

1. An NCO's request for branch transfer will clearly state the reasons for the transfer and provide all supporting documentation. The request will be forwarded through the first LTC in the chain of command. The packet will consist of the following information: Enlisted Record Brief, DA 2-1, last five OERs, all DD 214s and all DA Form 1059s. Supporting documentation should show experience related to maneuver and combat arms and include schools attended such as the Army Reconnaissance Course or the Cavalry Leaders Course. Branch Transfers for the rank of MSG must overwhelmingly reflect experience and knowledge in maneuver and combat arms to warrant consideration.
2. Armor, as a maneuver arms branch, is a demanding profession that mandates the NCO possess solid tactical and technical leadership ability to be successful. These skills are refined through recurring assignments in operational units, sustained through institutional training and rounded out with quality generating force experience.
3. All requests for branch transfer will be reviewed through a board process and approved or denied on a case by case basis.

Annex C

MOS Transition to CMF 19

1. Purpose. To outline the procedures and guidelines concerning the MOS Transition of ARNG Soldiers to CMF 19.

2. Summary. In accordance with DA Pam 611-21, Soldiers transferring into CMF 19 must complete a TRADOC approved MOS-Training (MOS-T) program.

3. Discussion.

a. MOS-T for CMF 19 is accomplished by successfully completing the One Army School System (OASS) approved programs of instruction for the Soldier's rank and NCOES level. These programs of instruction will train the Soldier in all MOS related tasks to achieve proficiency for award of either MOS 19D or 19K (see course diagrams in Appendix 1 and 2).

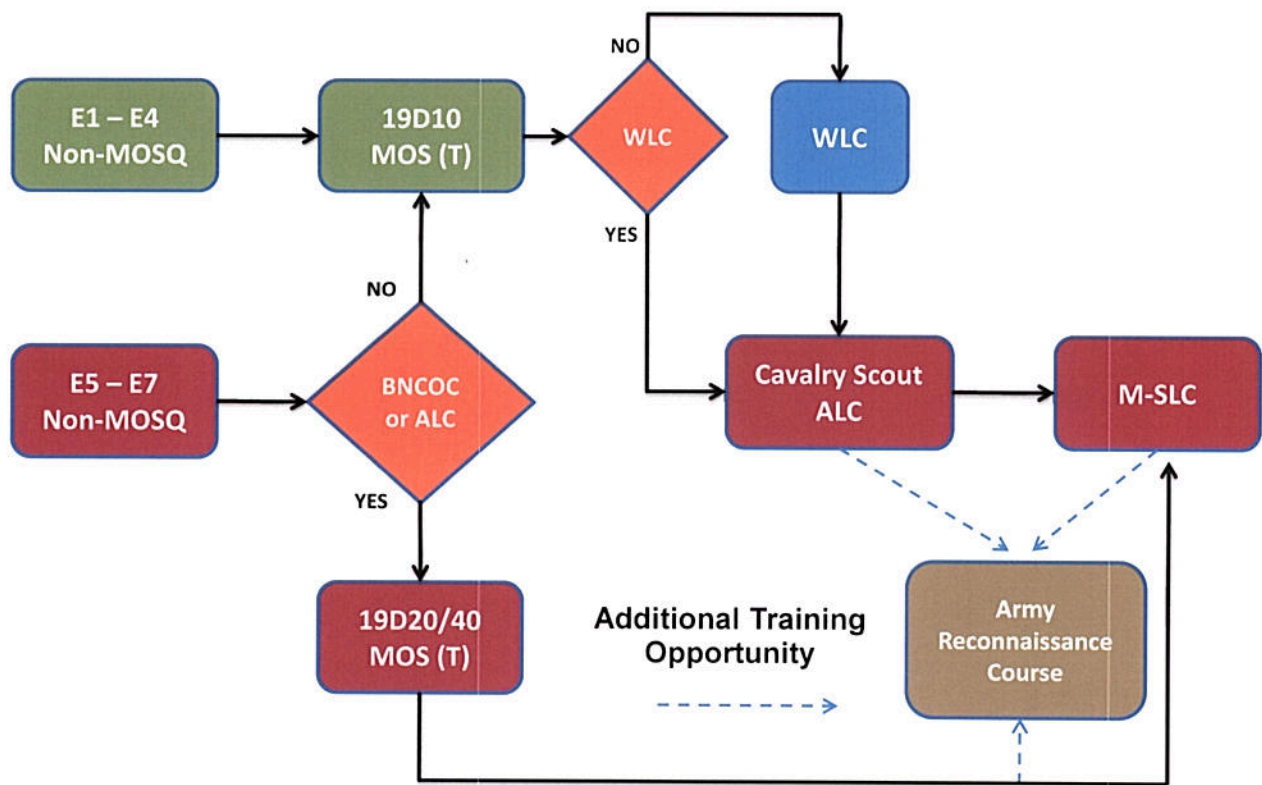
b. MOS-T into 19Z is on a case by case basis. Each case will be reviewed utilizing a review board. The board will consider the Soldier's military education, previous duty positions and key leadership assignments. During the review, an assessment of the Soldier's previous leadership assignments and tactical and technical knowledge of mounted operations be a major discriminator in the board's decision. The board will return its recommendation with one of the following findings:

(1) Approved. The NCO's experience and leadership assignments have provided a solid base of maneuver warfare skills and leadership experience. Although the board recommends approval, the request may be contingent upon the successful completion of NCOES or functional training. The NCO will complete the required schools based upon the board findings in order to become MOS Qualified.

(2) Disapproval. The NCO's previous experience has not provided either the requisite leadership or maneuver skills necessary to successfully perform required war fighting missions; the completion of multiple courses will not be able to substitute the experience required for attaining the MOS.

Appendix 1

19D MOS Training Requirements



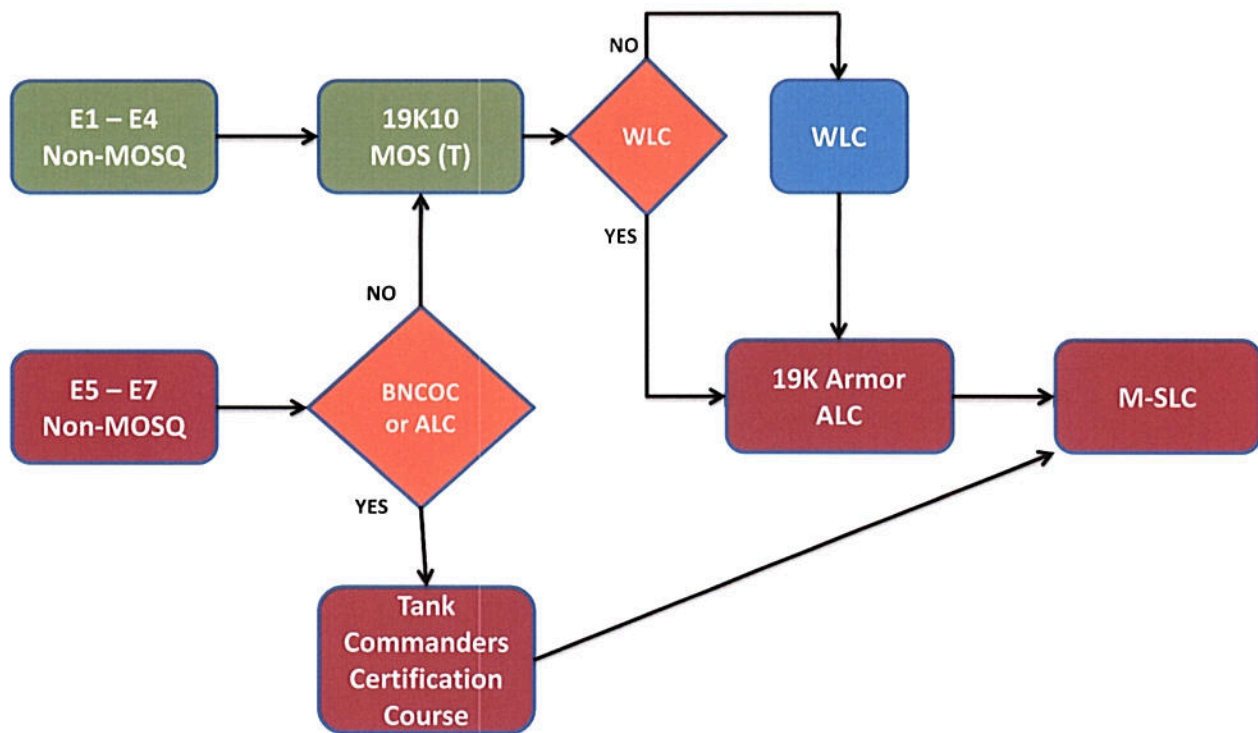
Example 1: Soldier is a Specialist that has attended WLC. Soldier will attend 19D MOS Training at an ARNG Regional Training Institute (RTI) that offers the course (refer to ATRRS). Upon completion of 19D MOS -T the Soldier is considered transitioned and eligible for award of MOS 19D. He would then follow the NCOES path of a career 19D, attending 19D ALC along a promotional path timeline as stipulated in the 19D Professional Development Model.

Example 2: Soldier is a SSG/SFC who has completed ALC or SLC (branch immaterial). The SSG/SFC would attend the 19D20/40 MOS-T course pending course approval at one of the RTIs (refer to ATRRS). Upon completion of the 19D20/40 course the SSG would be slated to attend Maneuver Senior Leader Course (M-SLC) in accordance with the 19D Professional Development Model. The SFC should attend the Army Reconnaissance Course for further branch development as a Cavalry Scout.

Example 3: Soldier is a MSG desiring to transfer into MOS 19Z. Soldier prepares a packet for submission to the Office Chief of Armor for review. Packet should contain strong evidence of maneuver experience and represent the Soldier's ability to perform in the MOS.

Appendix 2

19K MOS Training Requirements



Example 1: Soldier is a Specialist that has attended WLC. Soldier will attend 19K MOS Training at an ARNG Regional Training Institute (RTI) that offers the course (refer to ATRRS). Upon completion of 19K MOS-T the Soldier is considered transitioned and eligible for award of MOS 19K. He would then follow the NCOES path of a career 19K, attending 19K ALC along a promotional path timeline as stipulated in the 19K Professional Development Model.

Example 2: Soldier is a SSG/SFC who has completed ALC or SLC (branch immaterial). SSG/SFC would attend the Tank Commanders Certification course following 19K MOS-T at one of the RTIs that teaches the course (refer to ATRRS). Upon completion of the Tank Commanders Certification Course the SSG/SFC will be awarded the 19K MOS. The SSG or non-SLC graduate SFC would be slated to attend M-SLC in accordance with the 19K Professional Development Model.

Example 3: Soldier is a MSG desiring to transfer into MOS 19Z. Soldier prepares a packet for submission to the Office Chief of Armor for review. Packet should contain strong evidence of maneuver experience and represent the Soldier's ability to perform in the MOS.

Annex D

Sample Memorandum

This annex contains a sample memorandum for requests to enter CMF 19 or Armor Branch.

Routing will be from the chain of command, through State Joint Forces headquarters, and to the Office Chief of Armor, Fort Benning, GA. USAR routing will be from the unit headquarters, through Human Resources Command to the Office Chief of Armor.

Sample letter:

Unit Letterhead

OFFICE SYMBOL

Date

MEMORANDUM THRU

Joint Forces Headquarters (any state)

FOR Office of the Chief of Armor 1 Karker Street, Fort Benning, Georgia 31905-5000.

SUBJECT: Request for Branch Qualification Determination

1. Request favorable consideration for a Branch transfer to Armor for CPT Jim Jones.
2. CPT Jones is slated to take command of A Company late this FY (or appropriate justification).
3. Enclosed are copies of CPT Jones' DA Form 1059, Biographical Records Brief, DA Form 2-1, and his last three OER's.
3. POC for this action is SGM Jones at (999) 222-1111.

4 Encls

BN COMMANDER
LTC, AR
Commanding